**Insert Tab Assignment – Favorite Foods**

You will create a short slide presentation that will demonstrate your knowledge of the Insert Tab in Microsoft Office PowerPoint. You will continue to develop your presentation abilities and practice the elements of solid presentation skills. This presentation will be about your 5 favorite foods.

**Directions**

1. Include a **Title Slide** that gives a name to your favorite foods. It should summarize and be a very descriptive identifier for the foods you chose.
2. For each food you need to include the following information on a **Title Slide**:
   1. The Name of the Food
   2. Your Favorite Place to have it (Home, a Restaurant, etc…)
3. Using a **Title and Content** layout:
   1. A Description of the food (Do not write paragraphs) and how it is made or where it comes from.
   2. Hyperlink – Take us to where you like to have the food (Google Maps, Restaurant Home Page, etc..)

**You will complete steps 2 & 3 for each of your favorite foods.**

1. Using **2** - **Two Content** layouts, after your favorite foods have been described:
   1. Describe what are 2 of your most disliked foods. Describe the foods and why you dislike it so much. Make sure to include an image and a brief description.
2. Lastly, create a **Blank Slide** with a collage showing us what your last meal would be. You need to include a caption for each food item, and it must consist of at least 3 items and include a beverage **(keep it appropriate for your age)**
3. Using a **Title and Content** layout after presenting your favorite foods conclude the Presentation in a manner that leaves the audience excited and capable of remembering what it was they just witnessed.

**Make sure to use: Ineffective Effective**

**Proper grammar/spelling: 1 2 3 4 5**

**Effective and appropriate visuals, 1 2 3 4 5**

**Easy to read text 1 2 3 4 5**

**Uncluttered and Simple Slides. 1 2 3 4 5**

**Make sure to reference where pictures were retrieved. – Place all references on a blank slide at the end, and use numbers to identify images.**

**Insert Tools Demonstrated in the PowerPoint**

1. **On the Title Slide your text box Title needs to demonstrate the use of Shape Styles and WordArt Styles.**
2. **2 Consistent Font Styles throughout**
   1. Each Food Title needs to be the same **Font (Style, Color, and Size)**
   2. The Body need to be the same **Font (Style, Color, and Size**)
3. For **each Image**, you need to change its **Picture Style.**
4. Demonstrate the use of a **Text Box**, and insert one into each slide under the pictures used and provide a caption for the image.
5. Demonstrate the use a **Hyperlink by taking** the audience to the places that you love eating your favorite foods. This hyperlink needs to be present on each slide of your favorite foods, and needs to be integrated into **text/clip art/image.**
6. On your slide of 2 foods you dislike, **insert a picture** of each food, and then **insert a shape/clip art/or symbol** that represents your dislike of that food
7. On your collage demonstrate the use of the **Arrange Tools – Rotation and Layering**

**The Presentation –**  Refer to the Rubric for Presentation Effectiveness